APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

ENGINEERING COLLEGE CAMPUS, THIRUVANANTHAPURAM

AMENDMENTS
OF THE
ORDINANCE
For
Bachelor of Technology B.Tech./B.Tech. (Hons)

Object of the Amendments:

The ordinance for B.Tech/B.Tech (Hons.) and M.Tech degree programs were framed considering the examinations and valuation system would be fully web based and assuming that the results could be published before the commencement of next semester classes. But as the examination system has been changed to the conventional system, it is impossible to publish the results before the commencement of next semester classes. Hence certain amendments are necessary. Also, the Controller of Examinations has suggested certain amendments in the ordinances regarding conduct of examination and malpractices. Further in the Academic Committee meeting also some amendments is suggested and the same is also incorporated.

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following clauses are incorporated amending certain provisions of the Ordinance for B.Tech/ B.Tech (Hon) dated 26-6-2015; namely

AMENDMENT ORDINANCE NO. 1

1. *Short Title and commencement:*— This Ordinance is called Amendment to Ordinance for B.Tech/B.Tech (Hon) dated 26-6-2015 as Amendment Ordinance No.1 of 2016. This shall come into force with retrospective effect from 26-6-2015.

    (i)   In **Clause No. 1 (f)**, the following is also to be added.

For lateral entry to B.Tech/B.Tech (Hons.) programme only diploma holders shall be admitted subject to other eligible conditions prescribed by the Govt. of Kerala from time to time.

    (ii)   **Clause 2. (a)** under the heading **Examination** shall be amended as follows:—

Clause **2 (a).** At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after declaration of results, for students who are eligible and have registered for them.

    (iii)   **Clause 7 (g)** under the heading **Course Registration and Enrolment shall be amended as follows:**

Clause 7 (g) : It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are required to register and enroll for the courses they desire to take in the coming semester.

    (iv)   **Clause 7(h)** under the heading **"Course completion and Earning of Credits",** the following condition to be added

For students admitted under lateral entry scheme the credits for the first and second semesters shall be given by credit transfer from the Diploma programme

    (v)   **Clause 7 (j)** under the heading **"Summer Course",** the following condition to be added.

The summer courses shall be considered as independent course and students have to register for this course. This provision of summer courses may be extended to students who have got FE grade due to (i) shortage of attendance (ie. having attendance less than 75%) and (ii) shortage of internal evaluation marks (ie. having IA marks less than 45%) with the following conditions.

    (i)   The students shall have minimum 50% attendance in the specified course of the regular semester. They have to register for the summer course and obtain 75% attendance.

(ii) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

(iv) **Clause** 7 **(q) Grades and Grade Points** is to be amended as follows instead of the UGC Grade Points:

Clause 7 (q): Grade and Grade Points

Grades and Grade Points followed by the University is as follows.

Grades		Grade Point (GP)	% of Total Marks obtained in the course
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to eligibility criteria Course Incomplete

(v) **Clause 7 (t)** Under the heading **Revaluation and Grade Improvement** shall amended as follows:-

Clause 7 (t): There is no provision for improving the grade. The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

(v) **Clause 7(v)** under the heading B.Tech Degree, the following is to be added.

The grade card and degree certificate of students admitted under lateral entry scheme will indicate so.

(vi) **Clause 7(x) (Last paragraph) shall be amended as follows:**

Clause 7(x) (Last Paragraph) : In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations shall refer the case to the Examination Monitoring Committee. The Controller of Examination will consider the same as a Review.

(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

21-4-2016.

ORDINANCE

For

Bachelor of Architecture (B.Arch.)

Object:

Though a Regulation is framed for B.Arch. programme since the provisions of Section 44 & 45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance without any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Bachelor of Architecture (B.Arch.)

Clause 1.   Admission policy and procedure:

(a)   For Admission to the B.Arch. Degree course, the candidate should require to have passed the Higher Secondary Examination, Kerala or 12th standard V.H.S.E., C.B.S.E., C.I.S.C.E. or any other examination accepted by the University as equivalent there to, with Mathematics as a subject and obtaining not less than 50 % marks in aggregate or a Diploma in Engineering awarded by the Board of Technical Education, Kerala or an examination recognised as equivalent thereto after undergoing an institutional course of at least three years securing a minimum of 50% marks in the final diploma examination or International Baccalaureate Diploma, after ten years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

(b)   Admissions to Architecture degree course shall be subject to passing of an Aptitude Test in Architecture conducted by the competent authority (NATA) and approved by the Council of Architecture (COA). No lateral admission shall be permitted as per the minimum standards of Architectural Education Regulations 1983 or of Council of Architecture and AICTE notification, July 1992.

(c)   The number of students admitted is based on the sanctioned intake by the Council of Architecture, All India Council for Technical Education and the APJ Abdul Kalam Technological University. If there is any Conflict with Counsel of Architecture and AICTE, the decision of AICTE will be final.

(d)   The B.Arch. programme is a choice based credit programme. The duration of the regular B. Arch. programme will normally be of five academic years spanning 10 semesters including internship as per the curriculum.

Clause 02. Examination

(a)   At the end of each semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for the same.

(b)   Jury Examinations for Architectural Design will be conducted at the end of 2nd, 4th, 6th and 8th semesters by a jury appointed by the University. The final viva voce of the 10th semester Architectural thesis will also be conducted by a jury appointed by the University.

(c)   Students who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

(d)   The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

(e)   Students who could not write the end semester examination due to health reasons or other exigencies but otherwise eligible can register for the supplementary examination, with the approval of the Principal. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

Award of B.Arch. degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors in accordance with the academic regulations of the University.

Award of B. Arch. Degree

A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements.

(a) Earned credits for all the Core courses, Practical Training and Architectural Thesis.

(b) Earned the required minimum credits as specified in the curriculum for the study.

(c) No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance through appropriate Circulars.

Clause 05. Discipline of the student - Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

(1) **Academic Discipline and Malpractices in Examinations**

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

(2) **Student's Welfare Committee**

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

(3) **Grievances Redress and Appeals Committee**

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

13-5-2016.

AMENDMENTS
OF THE
ORDINANCE
For
Master of Technology (M. Tech.)

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following Ordinance are made amending certain provisions of the Ordinance for M.Tech dated 26-6-2015

Object of the Amendments:

The ordinance for B.Tech/B.Tech (Hons.) and M.Tech degree programmes were framed considering the examinations and valuation system would be fully web based and assuming that the results could be published before the commencement of next semester classes. But as the examination system has been changed to the conventional system, it is impossible to publish the results before the commencement of next semester classes. Also, the Controller of Examinations has suggested certain amendments in the ordinances regarding conduct of examination and malpractices. The Academic Committee also suggested some modification and additions and the same also to be incorporated in the amendment.

AMENDMENT ORDINANCE No. 2

1. Short Title and commencement: This Ordinance is called Amendment to Ordinance for M.Tech dated 26-6-2015 as Amendment Ordinance No. 2 of 2016. This shall come into force with retrospective effect from 26-6-2015.

   (i) **Amendment to Clause O-6. Course Registration and Enrolment is as follows:**

   Clause O-6 : Course Registration and Enrolment All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not have to enroll for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enroll for these courses in the new semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the registration or enrolment date, will attract a late fee. A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester. The maximum number of credits a student can register for in a semester is limited to 24.

   (ii) **Amendment to Clause O-10. End Semester and Supplementary Examinations is as follows:–**

   Clause No. O-10. End Semester and Supplementary Examinations The end semester examination will be conducted in all theory courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, after the declaration of results.

   (iii) **Amendment to Clause O-14 (iv) Eligibility to continue with the programme is as follows:**

   Clause O-14 (iv) Eligibility to continue with the programme

   A student shall be allowed to register for the second semester only if he/she is eligible to appear for end semester examination in 2/3 of the courses in the first semester.

   (iv) **Amendment to Clause O-14(ix) Grades and Grade Points**

   Grades and Grade Points followed by the University is as follows instead of the UGC grade points.

Clause O-14(ix) Grades and Grade Points

Grades		Grade Point (GP)	% of Total Marks obtained in the course
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to eligibility criteria
I			Course Incomplete

(v) **Amendment to Clause O-14 (xiii) Academic Discipline and Malpractices in Examinations (last paragraph) is as follows:**

Clause. O-14 (xiii) Academic Discipline and Malpractices in Examinations (last paragraph)

In case of malpractices in end semester examinations, the report on malpractice shall be handed over to the Controller of Examinations, who will hand over it to the Examination Monitoring Committee. The Controller of Examinations will consider the same as a review

(Sd.)
Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

21-4-2016.

REGULATIONS

for

Master of Business Administration

2016

In exercise of the Powers conferred under Clause 44 of the Regulations, The Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017.

REGULATIONS

R-1

Candidates who have been awarded or qualified for the award of the Bachelor's Degree in Engineering/Technology/ Business Administration with 50% marks in aggregate or equivalent CGPA; or Bachelor's degree in Arts/Science/ Commerce with 50% marks in aggregate or equivalent CGPA and 50% for the Part III or core papers are eligible to apply for admission to the MBA Programme.

R-2

Duration of the MBA programme will normally be two academic years spanning six trimesters.

R-3

Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

R-4

Award of MBA degree shall be in accordance with the academic regulations of the University.

R-5

Notwithstanding any that are stated in the Rules and Regulations, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

R-6 Admission to the MBA programme

R-6.1 Admission to MBA programme will be as per the rules and regulations of the University following the guidelines given by the State and Central Governments on reservation.

R-6.2 The number of students admitted are decided by the University based on the approval by the competent authorities.

R-6.3 It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test or any other test, notified by the University or Government of Kerala.

R-6.4 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

R-6.5 Foreign nationals whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA programme.

R-6.6 Announcements for MBA programmes, including brochures, will be made by the affiliated colleges, as per the Rules and Regulations of the University.

R-6.7 Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

R-7   Language of Instruction and Evaluation

Unless otherwise stated, the language of instruction and evaluation shall be English.

R-8   Academic Calendar

The University shall publish the academic calendar for every academic trimester/year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester/academic year. Each affiliated college has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

R-9   MBA Programme Structure

R-9.1 MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

R-9.2 Duration for the MBA programme will normally be 6 (six) trimesters. Maximum duration is 9 (nine) trimesters.

R-9.3 Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction.

R-9.4 The general course structure of MBA programme will be as given below:

(i)   Core courses

(ii) Specialization Electives

(iii) Project work

R-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM).

R-9.6 The curriculum of MBA programme is designed to have a total of 115 credits for the award of the degree. Curricula for the first three trimesters will be common for all specializations of the MBA programme.

R-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be at least 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first three trimesters, with internal evaluation in the first two trimesters and an exam in the third trimester for grading.

A two-month summer internship in an organization in between the third and fourth trimesters is part of the programme with three (3) credits. The credit is accounted in the sixth trimester.

Four (4) credits for a project carried out in an area of specialization during the fifth trimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the sixth trimester. Evaluation of the project will be based on a report, presentation and viva-voce.

R-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted by Kerala Technological University.

R-9.9 Self-selected projects for all Courses will form part of the internal evaluation process.

R-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; Economics (18 hrs × 5 components = 90 hours). Topics to be covered in these five components will be decided at college level.

The Foundation Course is to be offered for 15 working days at the beginning of the 1st Trimester. Students will have to obtain at least 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

R-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for four elective courses in the fourth trimester, four electives in the fifth trimester and two electives in the sixth trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

R-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

R-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

R-10   Curriculum, List of Courses and Syllabi

R-10.1 The MBA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Board for Management Programme (ABM).

R-10.2 Courses are categorized as Core Theory (CT), Electives (EL), Projects (PR) and Internship (IS)

R-10.3 Courses and trimesters

Trimester 1: 18 credits - Six Core courses (CT)

Trimester 2: 18 credits - Six Core courses (CT)

Trimester 3: 21 credits - Six Core courses (CT), Three credits earned for soft- skill in the first three trimesters

Trimester 4: 18 credits - Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits - Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits - One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rd and 4th trimester (IS)

R-11   Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

R-12   Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of the affiliated colleges. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

R-13   Course completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for completion of the course. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed to take the trimester examination for want of attendance or for other reasons, do not have this option.

R-14   Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

R-15   Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted before the commencement of the next trimester examinations, for eligible candidates registered for them.

R-15.1   Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 85% in each course.

R-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Head of the Department can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

R-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

R-16   Academic Assessment/ Evaluation

The university follows a continuous academic evaluation procedure.

R-16.1 Assessment procedure and the corresponding weights are as follows:-

For theory courses

(i)   Two internal tests, 15%

(ii)   Assignments 10%

(iii)   Project & Presentation 15%

(iv)   Trimester examination 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Head of Department or the Principal for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

Minimum marks for internal and external evaluation are fixed for pass. A minimum of 45% marks for internal (Continuous evaluation of 40 marks) and University Exam (60 marks) separately and 45% aggregate (internal and University together), are required for a pass grade.

All the above assessments are mandatory to earn credits.

R-17   Project in the area of Specialisation (during 5th trimester) (4 Credits)

Evaluation is based on the following:

(i)	Two progress assessments	20%
(ii)	Final Project Report	30%
(iii)	Project presentation and Viva-voce	50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One faculty member from the Department in the College offering the MBA programme

R-18   Comprehensive Project which is organisation based (during 6th trimester) (6 Credits)

Evaluation is based on the following:

(i)	Two progress assessments	20%
(ii)	Final Project Report	30%
(iii)	Project presentation and Viva-voce	50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One external faculty in Management Studies

One faculty member from the Department of the College offering the MBA programme

One external member from industry

R-19   Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:

(i)   To guide and help them on academics

(ii)   To monitor their progress in academics and advise them

(iii) To counsel them and hand hold them in any difficulty

R-20   MBA Course Committee

The MBA Course committee is to be in place with the Head of Department offering the MBA programme in the College as the Chairman. Other members of the Committee are:

(i)   All teachers in the Department offering the MBA programme in the College

(ii)   Four student representatives nominated by the Head of Department of the College offering MBA programme.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

R-21   Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

R-22   Grades and Grade Points followed by the University are as given below:

Grades	Grade Point	Percentage of total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria
I		Course Incomplete

GPA and CGPA are calculated based on the above grading norms.

R-23   Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

R-24   Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

R-25   Classifications like Distinction or First Class

MBA degree will not have any classifications like distinction or first class.

R-26   MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named **MBA Course Certification in <name of elective course>.** However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

R-27   Discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee(DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

(a) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

(b) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

(c) Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

R-28   Leave of absence

Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Head of the Department, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Head of the Department. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

R-29   Amendment to Rules and Regulations

Notwithstanding all that has been stated above, the University has the right to modify any of the above Rules and Regulations from time to time.

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(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET CAMPUS, THIRUVANANTHAPURAM, KERALA, 695 016

ORDINANCE

for

Master of Business Administration

2016

Object:

Though a Regulation is framed for MBA programme since the provisions of Section 44 & 45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance with out any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Clause 44 of the Regulations, the Executive Committee of the University hereby promulgate the Ordinance for the University for Master of business Administration (MBA)

Clause 01. Admission Policy and procedure

(a) Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering/ Technology/Business Administration with 50% marks in aggregate or equivalent CGPA; or Bachelor's degree in Arts/Scienc/Commerce with 50% marks in aggregate or equivalent CGPA for the Part III or core papers are eligible to apply for admission to the MBA programme.

(b) Reservation policy of the Government of Kerala and the Government of India shall be followed in Admissions to the MBA programme.

(c) Notwithstanding any that are stated in the ordinances, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

(d) The number of students admitted are decided by the University based on the approval by the competent authorities.

(e) It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test or any other test, notified by the University or Government of Kerala.

(f) Foreign nationals whose applications are received through Indian Council or Cultural Relations. Government of India, are also eligible for admission to the MBA programme.

(g) Announcements for MBA programmes, including brochures, will be made by the affiliated colleges, as per the ordinances and regulations of the University.

Clause 02. Examination

(a) At the end of the trimester, end trimester examination will be conducted in all lecture based courses offered in the trimester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next trimester, for students who are eligible and have registered for them.

(b) Students, who have completed a course but could not write the end trimester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end trimester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

(c) The main eligibility criteria for the end trimester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end trimester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

(d) Students who could not write the end trimester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end trimester grades in these courses.

Clause 03. Eligibility for Award of Degree

The award of the MBA Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of MBA Degree of the University on meeting the following requirements;

    (a) Registered and earned the minimum credits, as prescribed in the curriculum.

    (b) No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

Clause 05. Discipline of the student - Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee (DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

(1) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered. DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

(2) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

(3) Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. Amendment to Ordinance/Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/Regulations from time to time.

(Sd.)
Director (Academic),
APJ Abdul Kalam Technological University,
13-5-2016.   *Thiruvananthapuram.*

ORDINANCE

For

MASTER OF COMPUTER APPLICATIONS

(MCA, MCA Lateral Entry, Integrated MCA)

Object:

Though a Regulation is framed for MCA programme since the provisions of Section 44 & 45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance with out any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Master of Computer Applications (MCA)

Clause 01. Admission policy and procedure:

(a) Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

(b) Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.

(c) The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).

(d) Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

(e) The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be, for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA - seven academic years spanning 14 semesters.

Clause 02. Examination

(a) At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them.

(b) Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

(c) The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

(d) Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

The award of MCA degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of MCA Degree

The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

    (a)   Registered and earned the minimum credits, as prescribed in the curriculum.

    (b)   No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

Clause 05. Discipline of the student - Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee (DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

(1) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the Basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

(2) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

(3) Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. **Amendment to Ordinance/ Regulations/Rules**

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
13-5-2016.   *Thiruvananthapuram.*

REGULATIONS
For

MASTER OF COMPUTER APPLICATIONS

(MCA, MCA Lateral Entry, Integrated MCA)

1 . Admission to the Master of Computer Applications

   (a) Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

   (b) Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.

   (c) The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).

   (d) Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

   (e) The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be, for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA - seven academic years spanning 14 semesters.

2. Examination

   (a) At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results of end semester examinations, for students who are eligible and have registered for them.

   (b) Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

   (c) The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

   (d) Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. Eligibility for Award of Degree

   The award of MCA degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

   Award of MCA Degree

   The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.

   A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

   (a) Registered and earned the minimum credits, as prescribed in the curriculum.

   (b) No pending disciplinary action.

4. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the student - Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-v, 7-w, and 7-x.

6. Action against breach of guidelines and unfair practices in Examinations.
These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-v.

7. Miscellaneous Provisions:

(a) Language of Instruction and Examination.
Unless otherwise stated, the language of instruction and examinations shall be English.

(b) Academic Calendar

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/ practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar indicating other schedules and events they plan to conduct during the semester.

(c) MCA Programme Structure

(i) MCA programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

(ii) Each semester shall have 72 instructional days, followed by end semester examinations.

(iii) A common course structure for the MCA programme is to be followed and consists of the following.

Core Courses

Elective Courses

Laboratory Courses

Seminar

Project

(iv) The curriculum of MCA programme is designed to have a minimum number academic credits based on 7 (1), for the award of the degree.
Credits are assigned as follows, for one semester

1 credit for each lecture hour per week

1 credit for each tutorial hour per week

1 credit for each laboratory/ practical of 2, 3 or 4 hours per week

2 credits for the seminar

2 credits for Mini Project

12 credits for Final Project

(v) The maximum number of lecture based courses and laboratory courses in any semester shall not exceed 5 and 2 respectively. The maximum credits in a semester shall be 23.

(vi) University may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Academic Committee and approved by the Board of Governors.

(d) Curriculum, List of Courses and Syllabi

MCA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

(e) Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:—

To guide and help students on academics

To monitor their progress in academics and advise them

To counsel them and hand-hold them in any difficulty

(f) Course Registration and Enrolment

All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enrol for these courses in the new semester based on the results in the previous semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the commencement of the semester, will attract a late fee.

A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester.

The maximum number of credits a student can register for in a semester is limited to 24.

(g) Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the University [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

(h) Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the MCA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

(i) Academic Assessment/Evaluation

1. Academic Evaluation of Courses

University follows a continuous academic evaluation procedure.

Academic evaluation procedure and corresponding weights are as follows:—

(1) For theory courses:— The maximum marks for internal evaluation and end semester examination for theory courses are fixed as 40 and 60 respectively. Scheme of evaluation is as follows:

(i) Two internal tests each of 15 marks and of one hour duration.
(Internally by the College)

    (ii) Tutorials/Assignments/Mini Projects carrying 10 marks.
       (Internally by the College)

    (iii) End Semester examination carrying 60 marks.
       (Conducted by the University)

All the above evaluations are mandatory requirements to earn credits. Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 30 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

(2) For Laboratory/Practical courses

    (a) Practical records /Outputs 60 marks (Internally by the College)

    (b) Regular class Viva   10 marks (Internally by the College)

    (c) Final practical exam   30 marks (Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/ assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical /Laboratory courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/ assessments.

(3) Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar.

Distribution of marks for the seminar is as follows.

    Marks for the report: 20%
    Presentation: 60%
    Ability to answer questions on the topic: 20%

(4) Final Semester Project

Students, individually have to do a project approved by their faculty supervisor.
Project evaluation weights shall be as follows:—For convenience the marks are allotted as follows.

    Marks for the Final Project: 100

    Project Progress evaluation details

        Project evaluation by the supervisor/s   : 30 Marks

        Presentation & evaluation by the Committee : 40 Marks

        Evaluation by the External expert   : 30 Marks

    The project assessment board shall consist of the following members. Chairman:
    Head of the Department

    Members: Project supervisor/s of the student

        One faculty member from the Department

        One faculty member from a sister Department

        An external expert, either from an academic/research institute or industry

(l) Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the ordinances and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor, advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses. Eligibility Criteria for Registering for Higher Semester Courses.

Integrated MCA

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	22	22	Not insisted
Second	22	44	33 (75%)
Third	22	66	Not insisted
Fourth	22	88	75 (85%)
Fifth	22	110	Not insisted
Sixth	22	132	119 (90%)
Seventh	22	154	Not insisted
Eighth	22	176	167 (95%)
Ninth	23	199	Not insisted
Tenth	12	211	

Regular MCA

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters	
			MCA Regular	**MCA Lateral Entry**
First	22	22	Not insisted	Credit Transfer
Second	22	44	33 (75%)	Credit Transfer
Third	22	66	Not insisted	Not insisted
Fourth	22	88	75 (85%)	75 (85%)
Fifth	23	111	Not insisted	Not insisted
Sixth	12	123		

(m) Class Committees

The Class Committees are to be in place in each college affiliated to the University. Beginning from the first semester, all branches of study will have class committees for every semester constituted by the respective Heads of the Departments. The chairman of the committee shall be a senior faculty member who does not offer any course during that semester.

Members:—

1. All faculty members teaching courses in that semester.

2. Two student representatives nominated by the head of the Department.

The class committees shall meet at least thrice in a semester - the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. Class committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

(n) Eligibility for writing the end semester examination and for grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE (Failed due to Eligibility criteria) grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45+25 = 70 %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

(o) Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7(p). The grade card will only give the grades against the courses the student has registered. Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

(p) Grades and Grade Points

Grades and Grade Points to be followed by the University

Grades	Grade Point (GP)		Percentage of total Marks obtained in the course
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to eligibility criteria [7-n]
I			Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

(q) Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

(i) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.

(ii) Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.

(iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and bench marking.

(r) Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal in any semester. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the MCA programme will still be as given in 1(e).

(s) Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books as they are valued by two examiners or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

(t) Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses on the website, in every semester. On earning the required credits for the degree, a consolidated grade sheet for the MCA programme will be given by the University.

(u) MCA Degree

MCA Degree will not have any classifications like distinction or first class.

(v) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the College.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a Department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations will refer the cases to the examination monitoring committee for review.

(w) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the College. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

(x) Grievances and Appeals Committee

Each College should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of atleast three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

(8) Amendment to Ordinance/Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES :

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number.

For regular MCA programme the course code will be CA XXX, where XXX is the course Number for 1st and 2nd semesters and the course code will be CA XXX, where XXX is the course Number for 3rd to 6th semesters as the subjects are same as that for lateral entry students.

Course Number: MCA101- This refers to a course in first year, odd semester with the course number 101.

Course Number: MCA505- This refers to a course in fifth year, odd semester with the course number 505.

These course numbers are to be given in the curriculum and syllabi.

RU-2   Attendance

Attendance is marked for each course. 85% attendance is mandatory for writing the semester examination in a course. Students who get Part Time Teaching Assistantship (PTTA) or Scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 15 % of the academic contact hours for the course.

In case of long illness or major personal tragedies/exigencies the Principal can relax the minimum attendance requirement to 70%, to write the semester examination. This is permitted for one or more courses registered in the semester The Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme.

In the case where students with less than 85% attendance and more than 70% attendance are permitted by the Principal to write the end semester exam, the details must be reported to the University and the records must be maintained in the College and University.

In case of prolonged illness, break of study is permitted as per RU-3.

RU-3   Break of Study

A student is permitted to have a break of study.

(i)   In case of accident or serious illness needing prolonged hospitalization and rest.

(ii)   In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.

(iii) In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4   Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-6   Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

Marks for the report: 20%
Presentation: 60%
Ability to answer questions on the topic: 20%

525

RU-7   Project Evaluation

Normally students are expected to do the project within the college. However they are permitted to do the project in an industry or in a government research institute under a qualified supervisor from that organization. Progress of the project work is to be evaluated at least twice before the final evaluation. For this a committee headed by the head of the department with two other faculty members in the area of the project and the project supervisor/s.lf the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee.

Final evaluation of the project will be taken up only if the student has earned all course credits listed in the previous semesters Project evaluation shall be done by the same committee mentioned above with an external expert, either from an academic/R&D organization or from Industry, as an additional member. If the quantum of work done by the candidate is found to be unsatisfactory, the committee may extend the duration of the project up to one more semester, giving reasons for this in writing to the student. Normally further extension will not be granted and there shall be no provision to register again for the project.

RU -8   Project work outside the College

While students are expected to do their projects in their colleges, provision is available for them to do it outside the college either in a reputed software industry or in an institute of repute. This is only possible in the final semester. Student should apply for this through the project supervisor indicating the reason for this well in advance.

The application for this shall include the following:—

> Topic of the Project:
> Project work plan:
> Reason for doing the project outside:
> Institution/Company where the project is to be done:
> External Supervisor Name:
>> Designation:
>> Qualifications:
>> Experience:

Letter of consent of the External Supervisor as well as from the organization is to be obtained.

This application is to be vetted by the head of the department and based on the decision taken, the student is permitted to do the project outside the college.

RU-9   Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = $\sum(C_i \times GP_i)/\sum C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = $\sum(C_i \times GP_i)/\sum C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the MCA programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

Regulations for the award of the Degree of Doctor of Philosophy
by the APJ Abdul Kalam Technological University

Introduction

APJ Abdul Kalam Technological University (KTU) shall offer research programmes in various disciplines of Engineering, Technology, Architecture, Basic Sciences and Mathematics, Management and allied Inter-disciplinary areas leading to the award of the Degree of Doctor of Philosophy (Ph. D). The eligibility, selection, registration, supervision, submission and evaluation of thesis, conduct of Viva-voce shall be regulated as follows:

1. Categories of Admission

    There shall be THREE categories of Ph.D admission as given below:

    (i)   Full time scholars of the University with or without fellowship

    (ii) Part time scholars who are faculty members of the University Departments or Affiliated College who will be admitted to pursue research towards Ph.D degree while working

    (iii) External part-time scholars who work in research organisations or R&D centres recognized by APJ Abdul Kalam Technological University for the purpose of external registration.

2. Eligibility

2.1 For admission

Candidates with the following qualifications are eligible for admission to Ph.D.

    (i)   Master's degree in Engineering/Technology, Architecture or a Master's degree by research in Engineering/Technology with a minimum CGPA of 6.5 are eligible for admission to the Ph.D program with the stipulation that admission to the Masters program should have been based on a valid GATE score.

    (ii) Masters degree in Basic Sciences or Mathematics with a minimum CGPA of 6.5. Such candidates should have qualified through national level examinations such as UGC-CSIR NET to be eligible for admission to Ph.D.

    (iii) For Ph.D in Management, candidates should have a Masters degree or equivalent PG Diploma in Management with a minimum CGPA of 6.0. They should, in addition, have a Bachelors degree with good academic record and should have qualified in national level examinations such as CAT/JMET/XAT/MAT/ATMA/GATE/UGC.

SC/ST candidates and differently abled persons are eligible for admission with a minimum CGPA of 5.5 at Master's level in all the cases (i) to (iii) above. Other conditions remain same as those for the general category candidates.

The following are exempted from the requirement of GATE or UGC-CSIR NET or CAT/JMET/XAT/MAT/ATMA/GATE/UGC for the purpose of registering for Ph.D:

(a) Candidates with Master's degree in Engineering/Technology/Architecture or Masters degree in Basic Sciences/Mathematics or Masters degree/equivalent PG Diploma in Management together with a Bachelors degree and having THREE years of teaching experience in AICTE approved colleges or NBA accredited departments.

(b) Those with educational qualifications as in (a) above and having minimum THREE years' experience in a reputed industry as assessed by the University.

(c) Candidates who have fellowship/scholarship support from any Government Agency.

2.2 For supervision of research

Faculty members in the University departments/affiliated colleges having Ph.D. degree with minimum 2 years' teaching/research experience after acquiring Ph.D. and having minimum of one post Ph.D. research publication in Science Citation Indexed(SCI) or Social Sciences Citation Indexed (For Management faculty) journals are eligible to supervise the research work of a Ph.D. candidate.

Faculty members of the departments of Physics, Chemistry and of Mathematics fulfilling the aforesaid requirements are eligible to supervise doctoral research in their own respective areas or in interdisciplinary areas provided the colleges they are affiliated to have successfully completed two batches each of M.Tech. in atleast TWO Engineering departments.

A reputed scientist/academic with the aforesaid academic qualification and publication profile but with out an affiliation may be also permitted by the Dean (Research) of the University to be the Research Supervisor along with a Co-supervisor who fulfils the requirements in toto to be a Research Supervisor. At any time, a faculty member can supervise a maximum of FIVE scholars only including Ph.D. scholars, if any, in other universities/ institutes.

The Research supervisor who is transferred to a different institute /college or superannuates after supervising a scholar for two years shall continue to supervise the research scholar. He/she shall, with the concurrence of the University, identify a Co-supervisor from the department/College sufficiently in advance of effecting the transfer or before SIX months of the retirement.

3.0 Place of Research

Academic departments of the constituent colleges of the University and affiliated colleges, where post graduate programs in Engineering are successfully carried out for at least TWO batches are eligible to offer doctoral program. Such departments/colleges shall do a self-assessment of their capabilities for undertaking research at doctoral level and the Academic Head of the Department/College should give a certificate to that effect. The University reserves the right to inspect the research facilities available at any of the affiliated colleges desirous of starting Ph.D. level research before accepting it as a place of research.

In the case of external registration for Ph.D., the research work is carried out in the parent organisation of the scholar. In order to complete the course work and to have closer interaction with the Research supervisor, it is mandatory that the Research Scholar under external registration is full time at the College or at the Department where he/she is enrolled as a scholar for a minimum period of one semester. This is called the residential requirement. Depending on the nature of the research topic and the specific requirements of the scholar, the Doctoral Committee (DC) may prescribe a longer residential requirement to such Research Scholars.

Only organisations/ industries assessed and approved by the APJ Abdul Kalam Technological University of having good research facilities and research ambience are eligible to register their candidates for external registration of the University.

4.0 Selection procedure

The applications for research program shall be invited by the University twice a year to enable admissions in the months of July and January. The Departments and affiliated colleges may receive applications and forward them to the University. The University shall decide the selection procedure for admission. The selection shall be through discipline wise common written tests and/or personal interview as decided by the University from time to time. The selection of the candidate is the responsibility of the University department or the College subject to the instructions of the university from time to time and from case to case and subject to ratification by the University. Selection of the candidate will be provisional until the final approval by the University.

5.0 Admission

Once the selection process is completed and on ratification by the University, the selected candidates will be admitted to the Ph. D. programme of the University and allotted to respective college/department after payment of fees and verification of all records.

6.0 Allotment of scholar to the Research Supervisor

Allotment of research scholar to the Research Supervisor will be made by the academic head of the College/ University Department subject to ratification by the Dean (Research) of the University and taking into account the research goals of the department and preferences of the Research Supervisor and the research scholar.

7.0 Co-supervisor

Depending on the nature of the research to be carried out and the preferences of the Research Supervisor and the research scholar, a co-supervisor, may be co-opted. If the supervisor is about to retire (within three years), appointment of a Co-supervisor shall be mandatory. Recommendation for a Co-supervisor shall be made with valid reasons and justification. Co-supervisor may be also from a sister institution (educational/R&D) if the situation warrants. But they should satisfy the eligibility criteria as given in Section 2.2 of this document. Co-supervisor shall be appointed by the academic head of the College/Department subject to ratification by the Dean (Research) of the University. In any case, there shall not be more than two guides for a research scholar.

8.0 Doctoral Committee (DC)

8.1 Composition of the Doctoral Committee

The University Department/College will recommend to the Dean (Research) of the University a panel of experts for inclusion in the Doctoral Committee for each research scholar depending on the area of research. The DC is constituted by the Dean (Research) of the University.

Depending on the availability of experts and the area and nature of research, Dean (Research) of the University constitutes the Doctoral Committee normally from the panel of names provided by the academic head of the College/the University Department. The constitution of the DC will be as follows:

Dean (Research) of the University or his/her nominee — Chairman

Academic head of the College/University department — Member & Convenor

Research Supervisor and Co-Supervisor (if any) — Member/s

Two faculty members of the Department/College with doctoral degree — Members

       (Internal members)

Two faculty members/scientists preferably with doctoral degree from sister organizations having specialisation in the Scholar's research topic.

       (External members)

In case any member goes on leave exceeding one year duration, or resigns or retires from the Institute, the Chairman, Doctoral Committee, on recommendation of the academic head of the College and the Research Supervisor shall nominate an alternate member.

8.2 Functions of the Doctoral Committee

    (i)   Evaluation of research facilities at the place of research

    (ii)   Recommending registration of the selected candidate for Ph.D. program

    (iii) Prescribing the courses work for the research scholar

    (iv) Nomination & approval of Co-supervisor

    (v)   Conduct of comprehensive viva of the scholar

(vi)   Progress review of the scholar's research work

(vii)   Nomination of thesis examiners

(viii) Review of the examiners' reports on the thesis

(ix)   Conduct of the Oral Examination

The meetings of the DC should be convened atleast once a year in the first three years of registration of the candidate and a minimum of twice a year thereafter. It is mandatory that the Research Supervisor/s and atleast one internal member and one external member are present in the DC meetings.

9.0 Registration

The Doctoral Committee shall meet first normally within a month of being constituted, and not later than two months of admission of the candidate. The Doctoral Committee shall fix/approve the proposed research topic, the date of registration for the Ph. D. program, considering the recommendation of the Research Supervisor and prescribe/approve the courses of study in its first meeting.

10.0 Course Work

Doctoral Committee in its first meeting shall prescribe two compulsory courses and a basket of four electives to be undergone by the scholar. The scholar has to undergo any two of the courses from the basket of electives prescribed by the DC. Research Methodology is a compulsory course, if this has NOT been undergone in the Post Graduate Programme by the research scholar. The number of courses to be undergone by the research scholar over and above the minimum prescribed is at the discretion of the Doctoral Committee.

All courses shall be at the post graduate level of the college. In case no suitable courses are available, the Chairman of the DC may allow courses of allied departments/institutions. Offering of new courses by the department suitable for the research may also be resorted to under exigencies of circumstances.

The DC may give credit to courses already undergone by the Research Scholar in the Institution or in sister institutions in the past four years, provided the course contents and the evaluation pattern are similar. Credit to courses, other than Research Methodology, already undergone by a Research Scholar will not be considered if they were credited for the award of any previous degree. UG courses, may be prescribed as additional courses. In all prescribed courses, the research scholar should earn minimum grade equivalent to the Grade D of APJ Abdul Kalam Technological University.

11. Monitoring of Progress

A registered research scholar shall submit a written progress report in the prescribed format annually for the first three years, and every six months thereafter. It is the responsibility of the Convener of the DC to arrange for the DC meetings regularly and on time. Scholars should submit progress report through the Research Supervisor to the academic head of the College/University department and to the Chairman and members of DC every semester. This should be done well in advance of the DC meeting for reviewing the progress of the scholar. On review/evaluation of the progress, the DC makes appropriate recommendations with regard to the research program. Continuance of registration and award/continuance of scholarship/Research Assistantship (if any) will be based on the recommendation of the Doctoral Committee. Inadequacy of effort/progress can be a reason for cancellation of registration.

12.0 Comprehensive Examination

Every Ph.D scholar shall appear for and perform satisfactorily in a Comprehensive Examination as evaluated by a duly appointed Committee. The objective of the Comprehensive Examination is to test the general competence of the research scholar and the breadth of his/her knowledge in his/her discipline and areas related to his/her field of research.

The Comprehensive Examination shall be conducted by the Comprehensive Examination Committee, consisting of the Doctoral Committee members of the scholar and at least two other members nominated by the Chairman of Doctoral Committee. The comprehensive exam shall usually consist of a written test and an oral examination.

If the performance of a research scholar in the Comprehensive Examination in the first attempt is not satisfactory, he/she will be given one more opportunity to appear for the comprehensive examination within six months of the first attempt. If a candidate fails to clear the comprehensive exam in two attempts, his/her registration shall be cancelled.

The Comprehensive Examination Committee shall intimate to the research scholar sufficiently in advance the scope of the Comprehensive Examination, so as to enable the scholar to adequately prepare for it.

The Ph.D. research scholars are normally expected to complete the Comprehensive Examination successfully within a year of his/her registration for the programme and in any case not later than three semesters after the registration.

For both written and oral components for comprehensive examination, the DC shall decide the modalities subject to approval by the Dean(Research) of the University.

13.0 Research Proposal

After successful completion of comprehensive examination, there should be a detailed presentation of the Research Proposal and progress report by the research scholar in the subsequent meeting of the DC. The research proposal shall contain: the title (need not be exact) of the intended study, justification/ motivation of the study, international and national status of the research topic, conceptual model/ hypothesis, specific objectives, detailed methodology, proposed year wise time frame for the completion of the proposed research work (in a chart form), expected outcome/deliverables, and a brief bibliography. The Research proposal meeting is open to all where non-DC members also may be present. This is considered as the 1st Seminar by the research scholar. The Research Proposal meeting of the DC shall be conducted within Two years of registration of the research scholar. Any delay in conducting the Research Proposal meeting shall be got approved by the Chairman DC and should be informed to the Dean(Research) of the University. The research scholar shall make suitable modifications, course corrections in the research work incorporating the suggestions of the DC in the Research Proposal meeting.

14.0 Enrolment

Enrolment in any semester defines the continuance of the research program by the scholar and should be done at the department/college where other mandatory requirements such as payment of fees are also required to be fulfilled. A semester wise Progress Report by the Research Scholar should be submitted to the Supervisor/s and the Convenor of the DC and their recommendation is a precondition for enrolment. All research scholars, are required to enroll each semester on the stipulated date till the submission of thesis.

15. Duration for completion of research towards Ph.D.

The minimum period of study and research for regular full time research scholars under APJ Abdul Kalam Technological University from the date of registration for the Ph. D. to the date of submission of the thesis shall be 30 months. Research Scholars should submit the thesis within 5 years from the date of registration. The Doctoral Committee may extend the period of submission of the thesis by further 2 years for regular full time research scholars. For research scholars under external registration, an additional year [5+2+1 = a total of eight years] may be allowed for submission of thesis.

16. Withdrawal

A scholar may be permitted by the Dean (Research) to withdraw from the program for a semester or longer for reasons of ill health or on other valid grounds duly recommended by the Doctoral Committee. Special leaves for women research scholars [such as the maternity leave] shall be available according to the rules of the APJ Abdul Kalam Technological University. Normally, a scholar will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.

17. Cancellation

The registration of a research scholar whose progress is not found to be satisfactory by the Doctoral Committee or who has not enrolled is liable to be cancelled. The registration of a research scholar who has not submitted his/her thesis before the end of the maximum permissible period as in Section 15 above will be cancelled. Once cancelled, the registration may be revived only with the explicit permission of the Vice Chancellor of the University.

18. Publication of Research Output

For a research scholar to submit the synopsis on completion of the research, there must be visible research output by way of publications in reputed journals and conferences. A list of Science Citation Index Journals [SCI journals] and Social Sciences Citation Index [SSCI] journals shall be prepared by every Department/College for guidance. Grant of patents shall also be taken as valid research output in lieu of publications. Any patent application made shall be with the consent of the University and shall be registered with the Registrar of the University as the assignee. The research scholars shall file patents provisionally and then proceed with publication. The DC shall take decisions on such matters subject to ratification by the Dean (Research) of the University.

A research scholar is expected to publish (i) at least one paper in a Science Citation Index [SCI] journal or in Social Sciences Citation Index [SSCI] journal and (ii) another one in an international/national conference conducted by societies of impeccable reputation. A list of such conferences shall also be collected by the department/college and disseminated among the research scholars.

19. Submission of Synopsis

On satisfactory completion of the prescribed courses, the comprehensive examination and the research work, the scholar shall submit the requisite copies of the Synopsis of his/her research work in the prescribed format through the Research Supervisor(s) and the Academic Head of the College/ Department to the Dean (Research) of the University for consideration by the Doctoral Committee.

Prior to submission of the Synopsis, the scholar is required to give a second seminar talk of a minimum of 45 minutes duration on his/her research work. Further, the scholar should have atleast one paper either published or accepted for publication in a journal as specified in Section 18.

The research scholar shall present the Synopsis before the Doctoral Committee.

The Doctoral Committee on consideration of the work content and its quality decides on the acceptance or otherwise of the Synopsis. On acceptance of the Synopsis, the DC permits the research scholar to submit the thesis. DC also recommends a panel of at least eight examiners from outside the College/Department to the Dean (Research) of the University. It is mandatory that the examiners recommended in the panel should be of good research reputation and must be from National Institutes or Laboratories and may include those of good professional standing from Foreign Universities. Examiners in the Panel should be at the level of Associate Professor in the University or higher.

20. Submission of Thesis

The scholars should submit the synopsis along with first draft of thesis in hard and soft copies at the synopsis meeting. However, a maximum of two months' time will be given to improve the thesis and to incorporate changes/suggestions made by the DC before the final submission. The research scholar shall, within two months of acceptance of the Synopsis, submit requisite copies of the thesis. The Doctoral Committee may in exceptional cases grant additional time beyond two months on request from the scholar for valid reasons.

The guidelines for use of anti-plagiarism software for the Ph.D thesis are as follows:

1. The scholars have to certify that the software "Turnitin" or any other standard software/platform was used for checking against plagiarism.

2. The Research supervisor has to ensure checking against plagiarism through any standard software before submission of the Ph.D. thesis and endorse the undertaking of the scholar.

3. The Research supervisor may obtain a special relief from this checking from the Dean (Research) on grounds of IP implications or National Security, if applicable.

21. The thesis Examiners

The thesis shall be referred to two examiners chosen by the Vice Chancellor (VC) normally from among the panel of examiners recommended by the Doctoral Committee at the synopsis meeting. The VC, if deemed necessary, may select examiners from even outside the Panel proposed by the DC.

22. Reports from Examiners

The examiners are expected to send the report on the thesis within two months from the date of receiving the thesis. In case of undue delay in receiving the thesis report, the VC or his/her nominee shall appoint another examiner from the approved panel of examiners for evaluating the thesis.

If one of the two thesis examiners declares the thesis as not commended, the thesis shall be referred to a third examiner from the approved panel. If two examiners, after referral to a third examiner, when necessary, report the thesis as not commended, the registration of the scholar shall stand cancelled.

If two Examiners recommend the thesis for the award of Ph.D. the Doctoral Committee will consider the reports and recommend for the conduct of Viva-voce. For the constitution of the Viva-voce board, a panel of four names of subject experts will be recommended by the DC. The Viva-voce in both these cases will be conducted normally not earlier than two weeks from the date of the constitution of the Viva-voce board.

If the examiner/s suggest/s resubmission of the thesis after revision the research scholar will be allowed to resubmit within the time stipulated by the Doctoral Committee.

In all other cases, not covered by the above regulations the matter will be referred to the Doctoral Committee for consideration and it shall be upto the VC to approve the recommendation of the doctoral committee.

23. Viva-Voce/Open defence

The following is the composition of the Viva-voce Board:

1.	Dean (Research) of the University or nominee	Chairman
2.	Academic Head of the College/Department	Convenor/Member
3.	One of examiners of the thesis from within the country	Member
4.	One subject expert from a panel of four names recommended by the DC and chosen by the VC or his/her nominee.	Member
5.	Research Supervisor(s)	Member/s

The Doctoral Committee members of the Research Scholar concerned shall be invitees to the Viva-voce.

E-copy of the thesis shall be circulated among the members and invitees prior to the Reports Meeting and Viva-voce examination of the thesis. The written response of the candidate to the examiners' queries as well as the modified e-thesis be circulated prior to the Viva-voce/DC meeting

The viva voce board will examine the scholar on his/her thesis work and evaluate his/her performance as satisfactory or otherwise. The viva voce board will ensure that the scholar answers satisfactorily the questions raised by the thesis examiner(s).

The viva voce board may also recommend revision to be made in the final version of the thesis after taking into consideration suggestions of the examiners who evaluated the thesis and the discussion at the viva voce.

If the performance of the research scholar in the Viva voce is satisfactory, he/she will be recommended for the award of Ph.D. degree with the approval of the competent authority of APJ Abdul Kalam Technological University.

The Chairman of the Viva-voce board shall forward the thesis to the Dean (Research) of the University certifying that the revisions recommended by the Viva voce board, if any, have been incorporated in the copy of the thesis along with the report of the Viva voce board.

If the report of the Viva voce board declares the performance of the research scholar not satisfactory, he/she may be asked to reappear for Viva voce at a later date (not earlier than a month and not later than six months from the date of the first Viva voce). On the second occasion, the Viva voce board will also include the members of the Doctoral Committee. If the Viva voce board on the second occasion also evaluates the performance of the research scholar not satisfactory, the matter will be referred to the VC for a decision.

24. Award of degree

The award of Ph.D degrees to the scholars who have completed all the requirements for the award of Ph.D. degree as and when approved by the Senate and Board of Governors will be considered on request so as to reduce the period of waiting by scholars for getting the degrees.

25. Residual powers

Anything that is not explicitly covered in Sections 1 to 24 above with regard to Ph.D. of KTU will be referred to the Vice-Chancellor for his/her decision and the decision will be final.

(Sd.)

Director (Research),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

ACADEMIC ORDINANCES

MBA PROGRAMME OF CET SCHOOL OF MANAGEMENT

July 2015

ORDINANCES

O-1   Candidates who have been awarded or qualified for the award of the Bachelor's Degree in Engineering/ Technology/Business Administration with 50% marks in aggregate or Bachelor's Degree in Arts/Science/Commerce with 50% marks in aggregate for the main course papers are eligible to apply for Admission to the MBA programme.

O-2   Duration of the MBA programme will normally be two academic years spanning sixtrimesters.

O-3   Reservation policy of the Government of Kerala and the Government of India shall be followed in Admissions to the MBA programme.

O-4   Award of MBA Degree shall be in accordance with the academic regulations of the University.

O-5   Notwithstanding any that are stated in the ordinances, Admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

O-6   Admission to the MBA programme

   O-6.1   Admission to MBA programme will be as per the ordinances and regulations of the University following the guidelines given by the State and Central Governments on reservation.

   O-6.2   The number of students admitted are decided by the University based on the approval by the competent authorities.

   O-6.3   It is mandatory that students seeking Admission to the MBA programme should have a valid score in a National Level Admission test, notified by the University or Government of Kerala.

   O-6.4   Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

   O-6.5   Foreign Nationals whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA programme.

   O-6.6   Announcements for MBA programmes, including brochures, will be made by CET School of Management, as per the ordinances and regulations of the University.

   O-6.7   Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

O-7   Language of Instruction and Evaluation.

   Unless otherwise stated, the language of instruction and evaluation shall be English.

O-8   Academic Calendar

   The University shall publish the academic calendar for every academic trimester/year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester/academic year. CET School of Management has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

O-9   MBA Programme Structure

   O-9.1   MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

   O-9.2   Duration for the MBA programme will normally be 6 (six) trimesters. Maximum duration is 9 (nine) trimesters.

   O-9.3   Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction.

O-9.4 The general course structure of MBA programme will be as given below:

1. Core Courses
2. Specialization Electives
3. Project work

O-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM).

O-9.6 The curriculum of MBA programme is designed to have a total of 115 credits for the award of the degree. Curricula for the first three trimesters will be common for all specializations of the MBA programme.

O-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week.

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be atleast 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first three trimesters, with internal evaluation in the first two trimesters and an exam in the third trimester for grading.

A two-month summer internship in an organization in between the third and fourth trimesters is part of the programme with three (3) credits. The credit is accounted in the sixth trimester.

Four (4) credits for a project carried out in an area of specialization during the fifth trimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the sixth trimester. Evaluation of the project will be based on a report, presentation and viva-voce.

O-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted for CET School of Management by Kerala Technological University.

O-9.9 Self-selected projects for all courses will form part of the internal evaluation process.

O-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; Economics (18 hrs × 5 components = 90 hours). Topics to be covered in these five components will be decided at college level.

The Foundation Course is to be offered for 15 working days at the beginning of the 1st trimester. Students will have to obtain atleast 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

O-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for four elective courses in the fourth trimester, four electives in the fifth trimester and two electives in the sixth trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

O-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

O-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

O-10   Curriculum, List of Courses and Syllabi

O-10.1 The MBA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Board for Management Programme (ABM).

O-10.2 Courses are categorized as Core Theory (CT), Electives (EL), Projects (PR) and Internship (IS)

O-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses (CT)

Trimester 2: 18 credits – Six Core courses (CT)

Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft- skill in the first three trimesters

Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits – Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits – One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rd and 4th trimester (IS).

O-11   Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for atleast one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

O-12   Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. They do not have to enrol for the first three trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of CET School of Management. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/ enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

O-13   Course completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for completion of the course. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed to take the trimester examination for want of attendance or for other reasons, do not have this option.

O-14   Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

O-15   Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted before the commencement of the next trimester, for eligible candidates registered for them.

O-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 90% in each course.

O-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Principal of the College can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

O-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

O-16   Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

O-16.1 Assessment procedure and the corresponding weights are as follows:—

For theory courses

   (i)   Two internal tests, each having 15%

   (ii)   Assignments having 10%

   (iii)   Project & Presentation having 15%

   (iv)   Trimester examination having 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Director (CET-SOM) for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

All the above assessments are mandatory to earn credits.

O-17   Project in the area of Specialisation (during 5th trimester) (3 Credits)

Evaluation is based on the following:—

   (i)   Two progress assessments   20%

   (ii)   Final Project Report   30%

   (iii)   Project presentation and Viva-voce   50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman : Director, CET School of Management

Members : Project supervisor of the student
           One faculty member from the SOM.

O-18   Comprehensive Project which is organisation based (6 Credits)
Evaluation is based on the following:—

   (i)   Two progress assessments   20%

   (ii)   Final Project Report   30%

   (iii)   Project presentation and Viva-voce   50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman :   Director, CET School of Management

Members :   Project Supervisor of the Student

One external faculty in Management Studies

One faculty member from SOM

One external member from industry.

O-19   Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:—

   (i)   To guide and help them on academics

   (ii)   To monitor their progress in academics and advise them

   (iii) To counsel them and hand hold them in any difficulty.

O-20   MBA Course Committee

The MBA Course Committee is to be in place with Director, CET School of Management as the Chairman. Other members of the Committee are:

   (i)   All teachers in CET-SOM offering the course

   (ii)   Four student representatives nominated by the Director, CET-SOM.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

O-21   Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

O-22   Grades and Grade Points as per UGC guidelines followed by the University are as given below:

Grades	Grade Point	Percentage of total marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8	80% and above but less than 85%
B+	7	70% and above but less than 80%
B	6	60% and above but less than 70%
C	5	50% and above but less than 60%
P	4	45% and above but less than 50%
F	0	Less than 45%
FA	0	Failed due to lack of attendance
FS	0	Failed in Trimester examination
I		Course Incomplete.

GPA and CGPA are calculated based on the above grading norms.

O-23   Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

O-24   Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

O-25   Classifications like Distinction or First Class

MBA degree will not have any classifications like distinction or first class.

O-26   MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named **MBA Course Certification in <name of elective course>.** However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

O-27   Discipline

Every student is required to observe discipline and decorous behaviour both inside and outside the college campus and refrain from any activity which may tarnish the image of the college and the university.

Any act of indiscipline or misbehaviour will be referred to the Disciplinary Action Committee (DAC) of the college that will make detailed enquiry on the matter and decide on the course of action to be taken and forward it to the Director (CET-SOM) for implementation. The student may appeal to the Principal whose decision on the matter shall be final.

Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examination shall be reported to the Director of CET School of Management, who in turn shall refer it to DAC through the Principal of the College. On the basis of the report and evidence available or gathered, DAC shall immediately initiate enquiry giving the concerned student a chance to explain his/her case. Based on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to Principal for action.

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the College. Each student of CET School of Management, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

O-28   Miscellaneous Provisions

Provisions for Students' Welfare Committee and Grievances & Appeals Committee are as per the provisions given in the ordinances for M. Tech programmes of the University.

Leave of absence: Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Director of CET SOM, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Director, CET SOM. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

O-29 Amendment to Ordinance

Notwithstanding all that has been stated above, the University has the right to modify any of the above ordinances from time to time.

(Sd.)

Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

REGULATIONS

for

Bachelor of Architecture (B.Arch.)

In exercise of the Powers conferred under Clause 44 of the Regulations, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017 onwards.

01.   Admission to Bachelor of Architecture (B.Arch.)

Admission to the B.Arch programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India, the All India Council for Technical Education (AICTE) and the Council of Architecture (CoA).

Subject to Clause 1(a), admission to the B.Arch. Degree course shall require to have passed the Higher Secondary Examination, Kerala or 12th standard V.H.S.E, C.B.S.E, C.I.S.C.E. or any other examination accepted by the University as equivalent there to, with Mathematics as a subject and obtaining not less than 50 percent marks in aggregate or a Diploma in Engineering awarded by the Board of Technical Education, Kerala or an examination recognised as equivalent thereto after undergoing an institutional course of at least three years securing a minimum of 50% marks in the final diploma examination or International Baccalaureate Diploma, after ten years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

All Admissions to Architecture degree course shall be subject to passing of an Aptitude Test in Architecture conducted by the competent authority and approved by the Council of Architecture (CoA). No lateral admission shall be permitted as per the minimum standards of Architectural Education Regulations 1983 or of Council of Architecture and AICTE notification, July 1992

The number of students admitted shall be based on the sanctioned intake by the Council of Architecture, the All India Council for Technical Education and the APJ Abdul KalamTechnological University.

Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

The B.Arch programme is a choice based credit programme. The duration of the regular B. Arch. programme will normally be of five academic years spanning 10 semesters including internship as per the curriculum.

02.   Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of end semester examination results, for students who are eligible and have registered for them.

Jury Examinations for Architectural Design will be conducted at the end of 2nd, 4th, 6th and 8th semesters by a jury appointed by the University. The final viva voce of the 10th semester Architectural thesis will also be conducted by a jury appointed by the University.

b. Students who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or other exigencies but otherwise eligible can register for the supplementary examination, with the approval of the Principal. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

03.   Eligibility for Award of Degree

Award of B.Arch degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors in accordance with the academic regulations of the University.

Award of B. Arch. Degree

A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements.

➢ Earned credits for all the Core courses, Practical Training and Architectural Thesis.

➢ Earned the required minimum credits as specified in the curriculum for the study.

➢ No pending disciplinary action.

04.   Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

05.   Discipline of the student—Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-u, 7-v, and 7-w.

06.   Breach of guidelines and unfair practices in Examinations

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-u

07.   Miscellaneous Provisions:

(a)   Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

(b)   Academic Calendar

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/ practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

(c)   B.Arch Programme Structure

Bachelor of Architecture Program (B.Arch)—10 semesters

(i)   B. Arch programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of the programme completion.

(ii)   The normal duration for B.Arch programme will be 10 semesters. Max. duration that can be allowed to a student to complete the course is 14 semesters.

(iii)   The B.Arch programme shall cover the group of courses as given in the curriculum.

(iv)   Each semester other than practical training shall ordinarily comprise of not less than 16 working weeks.

(v)   A student who could not complete the programme and pass the whole programme within 14 semesters will not be allowed to continue and she/he has to quit the programme.

(vi)   Each semester shall have 80 instructional days, ie. 16 weeks of instruction, followed by end semester examinations.

(vii)   The curriculum of B.Arch programme is designed to have a minimum of 225 academic credits and 2 additional pass/fail credits, for the award of degree.

(viii)   The University shall follow Credit System and Credits are apportioned among the following knowledge segments.

B.Arch Programme—Knowledge Segments

Knowledge Segments		Credits as per the proposed scheme
Architectural Studies	AS	136
Building Construction	BC	17
Engineering Studies	ES	31
Humanities	EH	12
Practical Training	PT	9
Professional Practice	PP	3
Mathematics	MA	2
Stream Electives	SE	11
Practical Skills	PS	4
Total Academic Credits		225
Student Activities		2 (Audit – Pass/Fail)
Total credits for B.Arch. Degree		**227**

Credits are assigned to courses based on the following general pattern.

➢ One credit each for lecture/tutorial hour per week for one semester

➢ One credit each for one and a half hours of drawing per week for one semester

➢ One credit each for design studio of one hour per week for one semester

➢ One credit each for workshop of two hours or three hours per week for one semester. No semester shall offer more than four lecture based courses and four studio/workshop courses, carrying a maximum credit of 26.

(ix) University may allow students to transfer credits from other universities as per the guidelines given by the Academic Committee and approved by the Board of Governors.

(x) Student Activities Points:

To be an Architect capable of competing globally, in addition to Architectural knowledge and skills, students should develop excellent soft skills, nurture team work and leadership qualities and have an entrepreneurial and trail blazing outlook. To achieve this, in addition to academics, students have to actively engage in co-curricular and extra-curricular activities. For such activities, points are allotted. On getting a minimum of 100 activity points the student passes the course and earns 2 credits which do not count for the CGPA but mandatory for the award of the degree. The University will list out these activity points. Additional activities could be included in the list with the approval of the Academic Committee.

(d) Curriculum, List of Courses and Syllabi

i. Study in the B.Arch. programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

ii. Courses are categorised as Mathematics (MA) Architectural Studies (AS), Building Construction (BC) Engineering Studies (ES), Humanities(EH), Practical Training (PT), Professional Practice (PP), Stream Electives (SE) and Practical Skills (PS)

iii. Each course has a course number.

(e) Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:

(i) To guide and help students on academics

(ii) To monitor their progress in academics and advise them

(iii) To counsel them and hand-hold them in any difficulty.

(f) Course Registration and Enrolment

(i) It is mandatory for students to register for the courses they want to attend in a semester. Newly admitted students have to register for all courses offered in the first semester. They do not have to enroll for the semester. All other students are required to register at the end of the semester for the courses they want to take in the coming semester. Later they have to enrol for these courses in the new semester based on the previous semester results. This allows them to make minor changes in the list of courses already registered. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced by the colleges in their academic calendar. Any late registration or enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late registration/enrolment fee.

(ii) A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester.

(iii) The maximum number of credits a student can register in a semester is limited to 26.

(g) Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

(h) Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Arch degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

(i) End Semester and Supplementary Examinations

1. Summer Courses & Contact Courses

(i) Students who could not earn the required minimum credits at the end of the second, fourth and sixth semester have two options to continue with the studies. They may register again for the courses, when they are offered in the next academic year. However, there is also a provision to offer summer courses for these students who may register and attend the course and write the final examination.

(ii) Students should have 75% attendance in the summer course to write the examination.

(iii) For the final grading their internal evaluation marks obtained in the regular semester in which they had undergone the course shall be applicable. Summer courses are to be conducted for a minimum of 20 contact hours for each course. Summer courses are to be offered only at the end of the second and fourth semesters for the courses covered till that semester. They will be conducted either by all colleges or only by some, depending on the number of students registering for them. Details of summer courses planned will be announced by the colleges after the declaration of the even semester results. Final examination for summer courses will be conducted by the University. Based on the availability of faculty and the number of students opting for courses, it will be the prerogative of the colleges to decide on the summer courses to be offered.

(iv) The summer courses shall be considered as independent course and students have to register for this course. This provision of summer courses may be extended to students who have got FE grade due to (i) shortage of attendance (ie. having attendance less than 75%) and (ii) shortage of internal evaluation marks (ie. having IA marks less than 45%) with the following conditions.

(a) The students shall have minimum 50% attendance in the specified course of the regular semester. They have to register for the summer course and obtain 75% attendance.

(b) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

(v) Options for the Fifth and higher semesters

For higher semesters, i.e., fifth semester onwards, summer courses are not offered. Failed students who have less than 45% marks in internal assessments have to register again for the course in the regular semester in which offered and complete the course as per the regulations and appear for the semester examination. Failed students having 45% marks or more in internal assessments have the option to register again for the course as mentioned above or register only for the end semester examination without attending the course again. A separate registration format will be available for this. This option is available in all semesters.

(vi) If a student has to earn credits only just for one course to qualify for the degree after completing ten semesters of study, the college concerned may offer a contact course on a written request by the student. The contact course is considered as fresh registration and is to be offered by the teacher concerned who shall conduct the internal evaluation procedures and allot the marks as per the regulations. Minimum contact hours for the course shall be 20. The final examination will be conducted by the college and shall be monitored by the external academic auditor. Question paper for the examination will be given by the Controller of Examination. No grade above C shall be given for a contact course.

(j) Academic Assessment/Evaluation

1. Academic Evaluation of Courses

The University follows a continuous academic evaluation procedure for B.Arch Academic evaluation procedure and corresponding weights are as follows:-

Group I Architectural Design/Basic Design

- ➢ Continuous Assessment – 60% (Internal)
- ➢ Jury Examination* – 40%

* Jury will be conducted by the Institution for odd semester and conducted by the university for the even semester.

Scheme of evaluation is as follows:

- ➢ Two internal tests each having 10% (By the Institute)
- ➢ Design Assignments having 40% marks. (By the Institute)
- ➢ Jury having 40%.

Jury panel consists of one internal faculty member and an external expert registered with CoA having minimum 5 years of experience.

Group II (All Courses other than Architectural Design, Basic Design, Group III and Group IV)

- ➢ Continuous Assessment-50% (Internal)
- ➢ Examination - 50% (Conducted by the Institute)

Scheme of evaluation is as follows:

- ➢ Two internal tests each having 10% (Internally by the Institute)
- ➢ Tutorials/Assignments having 30% marks. (Internally by the Institute)
- ➢ Examination – 50% (Conducted by the Institute)

Group III (Theory based subjects)

Scheme of evaluation is as follows:

- ➢ Two internal tests each having 15% (Internally by the Institute)
- ➢ Tutorials/Assignments having 10% marks. (Internally by the Institute)
- ➢ Semester examination having 60%. (Conducted by the University)

Group IV   (Workshops/Practical Training/Documentation Camp.)

Scheme of evaluation is as follows:

> ➢ Marks for report   30% (internal)
>
> ➢ Presentation/demonstration   40% (internal)
>
> ➢ Viva   30% (internal)

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test on genuine grounds can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans.

The Continuous assessment will be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments/class projects (minimum of two). The faculty member concerned will do the continuous assessment for each semester. The C.A. marks for the Individual subjects shall be computed by giving weight to the above mentioned parameters.

Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/ assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the studio/practical training courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments.

2. Dissertation

Each student has to take up a dissertation project on the topic approved by the Institution. The institution will allot a guide to each student to supervise the dissertation work. The Evaluation of the project is to be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 9th semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations.

Scheme of Evaluation is as follows:

> ➢ Two progress assessment 20% each (internal)
>
> ➢ Final evaluation 60% (conducted by Institute)

The dissertation assessment board for final evaluation shall consist of the following members.

Chairman: A senior faculty member appointed by the institute

Members: Dissertation Coordinator/Internal faculty member, an external member either from academic/research institute or practicing COA registered architect with minimum five years experience shall be appointed by the institute.

If the dissertation is not completed satisfactorily, the student has to work further and again appear for final assessment on a specified date, not earlier than one month after the first evaluation.

3. Practical Training

As per the B. Arch curriculum students shall undergo practical training for one semester i.e., in the Seventh semester of the B. Arch programme. The training shall be under a registered architect having a minimum of five years experience and approved by the institution. The duration of practical training shall be a minimum of 100 working days. Only those who have completed the practical training successfully will be permitted to register for the 8th semester of the B. Arch degree course. Those students who fail to obtain 45% have to repeat the practical training.

Candidates shall select a registered architect with minimum five years experience and good reputation in the field of Architectural practice for practical training and the same should be approved by the institution well in advance before the commencement of the 6th semester examination.

4. Final Semester Architectural Thesis

The students of B.Arch. degree course are required to prepare architectural design thesis during the last semester of the programme under the guidance of faculty appointed by the Department.

The student has to obtain prior permission on the subject of thesis from the department and the guide.

The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including its programming in consultation with the guide allotted.

Evaluation of the thesis is done in four stages.

➢ Continuous assessment by supervising guide.

➢ Four progress evaluations by internal evaluation team appointed by the institute.

➢ Mock review

➢ Final evaluation by a committee appointed by the University.

Scheme of Thesis evaluation are as follows:

➢ Continuous evaluation by supervising guide–25%

➢ Internal evaluation by team of three examiners–25%

➢ Final Evaluation by team of two examiners–50%

Constitution of internal evaluation committee

The thesis guide and two faculty members either from the department or practicing architect or academician with COA registration and with minimum of five years of experience shall form the internal progress evaluation team appointed by Institution.

Constitution of evaluation committe appointed for final evaluation

➢ One senior faculty member from the institute

➢ One senior faculty member from other institutes/practicing architect registered with CoA, with a minimum of ten years of professional experience

Those students who have acquired a minimum pass in the internal assessment, but failed in the external evaluation will be given an opportunity to resubmit the thesis in the supplementary chance. Otherwise the student will have to register for the same in the next thesis semester.

(k) Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student may be allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after the 2nd and 4th semesters. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the Regulations and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Semester	Allotted	Cumulative	Minimum cumulative credits required to register for the courses in higher semesters
	Credits	Credits	
First	25	25	Not insisted
Second	24	49	39
Third	25	74	NI
Fourth	25	99	80
Fifth	25	124	NI
Sixth	24	148	120
Seventh	8	156	NI
Eighth	27	183	156
Ninth	27	210	NI
Tenth	15	225	
Total Credits — 225			

(l) Class Committee

This committee is constituted by the respective Heads of Departments for every semester. The Chairman of the class committee shall be a senior faculty member who does not offer any course during that semester.

Members:—

> ➤ All faculty members teaching courses in that semester.

> ➤ Two student representatives nominated by the Head of the Department.

The class committees shall meet at least thrice in a semester-the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. The committee should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalise the internal assessment marks and approve them.

(m) Eligibility for writing the end semester examination and for grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise she/he will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45 + 25 = 70%).

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

(n) **Award of Grades**

Grading is based on the % marks obtained by the student in a course, as given below. The grade card will only give the grades against the courses the student has registered. Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

Grades and Grade Points

Grades and Grade Points as per UGC guidelines is to be followed by the University

Grades	Grade Point (GP)		% of Total Marks obtained in the course
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to eligibility criteria [7-m]
I			Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

(p) **Academic Auditing**

i. The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the Colleges and an external academic auditing for each College. The internal academic auditing cell in each College shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for submitting the final report to the University.

Academic auditing shall cover:—

ii. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, assignments and conduct of classes and their evaluation.

iii. Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.

iv. Academic functioning of the College encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

(q) **Break of Study**

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the College Principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the College Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the B. Arch. programme will still be fourteen semesters.

(r) **Revaluation and Grade Improvement**

There is no provision for revaluation of the end semester answer books as the answer scripts are valued by two examiners or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

(s) Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses on the website, in every semester. On earning the required credits for the degree, a consolidated grade sheet for the B. Arch programme will be given by the University.

(t) B. Arch Degree

B.Arch. degree will not have any classifications like distinction or first class.

(u) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the **Disciplinary Action Committee (DAC).** Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

(v) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the Principal.

(w) Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired senior professor shall look into student's grievances and appeals and give recommendations to the Principal for action.

08. Amendment to Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. The two letter code refers to the Knowledge segment. Course number is a three digit number and the first digit refers to the academic year in which the course is normally offered. The last digit identifies whether the course is offered normally in the odd (odd number), even (even number) or in both the semesters (zero). The middle digit could be any digit.

MA101   Mathematics offered in the first Semester

EH102   Humanities offered in the second Semester

AS304   Architectural Design offered in the sixth semester

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity

taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

    (i)   In case of accident or serious illness needing prolonged hospitalization and rest.

    (ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.

    (iii) In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, Archnical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a Archnocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:—

    (1) Calculation of SGPA/CGPA

        Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

        SGPA $= \sum(C_i \times GP_i)/\sum C_i$ where C_i is the credit assigned for a course and GP_i is the gradepoint for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

        CGPA $= \sum(C_i \times GP_i)/\sum C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

        CGPA for the B. Arch programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

    (2) Student Activity Points

        The University will list out the activity points.

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(Sd.)
Director (Academic),
APJ Abdul Kalam Technological University,
Thiruvananthapuram.

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